



13th Judicial Circuit Court

**VOLUNTEER/
STUDENT IN PLACEMENT
APPLICATION PACKET**

Name _____

Date Submitted _____

VOLUNTEER/STUDENT IN PLACEMENT DATA SHEET – PAGE 1 of 2

Section I (to be completed by volunteer/student):

Name_____

Sex____Date of Birth_____Age____Race____SS#_____

Local Address:

Number/Street/Apt. or Lot#_____

City/State/Zip Code_____Area Code/Phone #_____

Permanent Address:

Number/Street/Apt. or Lot#_____

City/State/Zip Code_____Area Code/Phone #_____

Check one:

- ☐ Student in Placement—Internship/Practicum
- ☐ Instructional Volunteer
- ☐ Child Care Volunteer
- ☐ Teachers' Aide (Columbia Public Schools)

If student:

School_____Year of Study_____

Major_____Instructor_____

Advisor_____Total Hours Required_____

Section II (to be completed by supervisor, upon approval of application):

Date Placement to Begin_____Approx. Date Placement to End_____

Department of Services:

- | | |
|--|---|
| <input type="checkbox"/> Robert L. Perry Juvenile Justice Center | <input type="checkbox"/> Callaway County Family Court Services Office |
| <input type="checkbox"/> Boone County Family Court Services Office | <input type="checkbox"/> Callaway County Court Marshal |
| <input type="checkbox"/> Boone County Court Marshal | <input type="checkbox"/> Callaway County Court Services |
| <input type="checkbox"/> Boone County Court Services | |

Supervisor's Signature_____Date of Approval_____

(CONTINUED ON NEXT PAGE)

VOLUNTEER/STUDENT IN PLACEMENT DATA SHEET – PAGE 2 of 2

Section III (to be completed by supervisor upon conclusion of the internship/practicum of the student in placement). Complete annually on each volunteer, other than student in placement. Original is retained in individual's file. A copy is provided to volunteer or student in placement:

Actual Period of Placement_____Total Hours_____

Performance During Placement (note any special projects):_____

Supervisor's Signature_____Date_____

VOLUNTEER/STUDENT IN PLACEMENT AGREEMENT

I understand and agree to the following conditions, while serving as a volunteer or student in placement with the 13th Judicial Circuit:

1. I will abide by the policies of the 13th Judicial Circuit.
2. I will conduct myself in a professional manner with clients and circuit staff.
3. I will attend all in-service training as requested.
4. I will assist employed staff members as requested.
5. Juvenile Division: I will have no contact with juveniles under court supervision, outside of the scope of my duties.
6. Juvenile Division: I agree that, upon termination of my services, I will not seek contact with juveniles under court supervision.

Signature of Applicant_____Date_____

13TH JUDICIAL CIRCUIT COURT
REQUEST FOR RECORDS CHECK

A records check of the following individual is requested for the purpose of:

Employment/Volunteer Service

Criminal Investigation

To be completed by applicant:

Last Name _____

First Name _____

Middle Initial _____

Date of Birth _____

Sex _____ Race _____

Social Security Number _____

States to Check, Other than Missouri _____

Supervisor's Signature _____ Date _____

FOR OFFICE USE ONLY

The following information has been obtained:

DOR RECORD	None	See Attached
TAS RECORD	None	See Attached
MULES WANTS	None	See Attached
NCIC WANTS	None	See Attached
CRIMINAL HISTORY	None	See Attached



13th Judicial Circuit Court

Confidentiality Agreement

I understand and agree that all information pertaining to the 13th Judicial Circuit Court and its clients is privileged information, pursuant to Missouri State Law and Supreme Court Rules.

I further agree that confidential information will not be discussed with anyone, except with authorized personnel of the 13th Judicial Circuit Court.

I understand that breach of this agreement may result in legal action.

Signature of Applicant _____ Date _____